



**City of Indianola Municipal Building Condition and
Planning Summary**

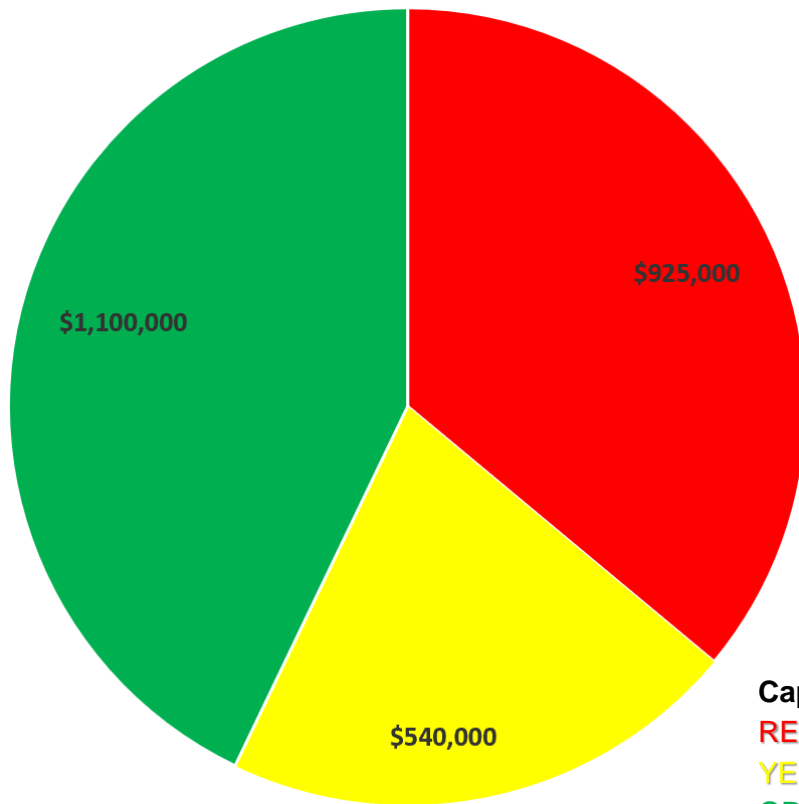
October 2018

Summary of Findings

- Program review results dictate that departmental shifts and a reconfigure of space is necessary. Need to validate program assumptions and develop space plans that accommodate departmental space needs (2020, 2025 and 2030 plans).
- Focus on implementing building security through a common control point, key management and access control. Building access control system is in the process of being procured and installed.
- Evaluate comparable building energy use and operational expenses for ongoing budget and capital expenditures savings opportunities.
- Engage environmental engineer to conduct building assessment and testing. Asbestos containing materials are probable based on visual review and there is no record of studies that have been performed.

This exercise presents the following opportunities (options) with the existing Municipal Building (29,110 sf) as a base, excluding the two additional storage facility square footage equaling 7,352 sf.

Building Systems Life Assessment

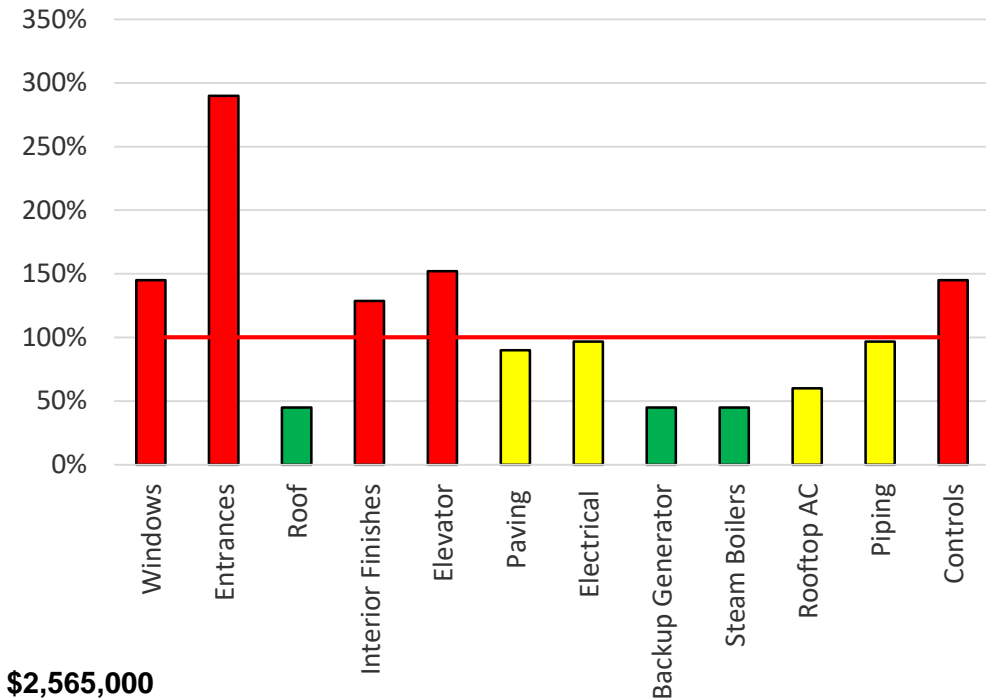


Capital Asset Estimate: \$2,565,000

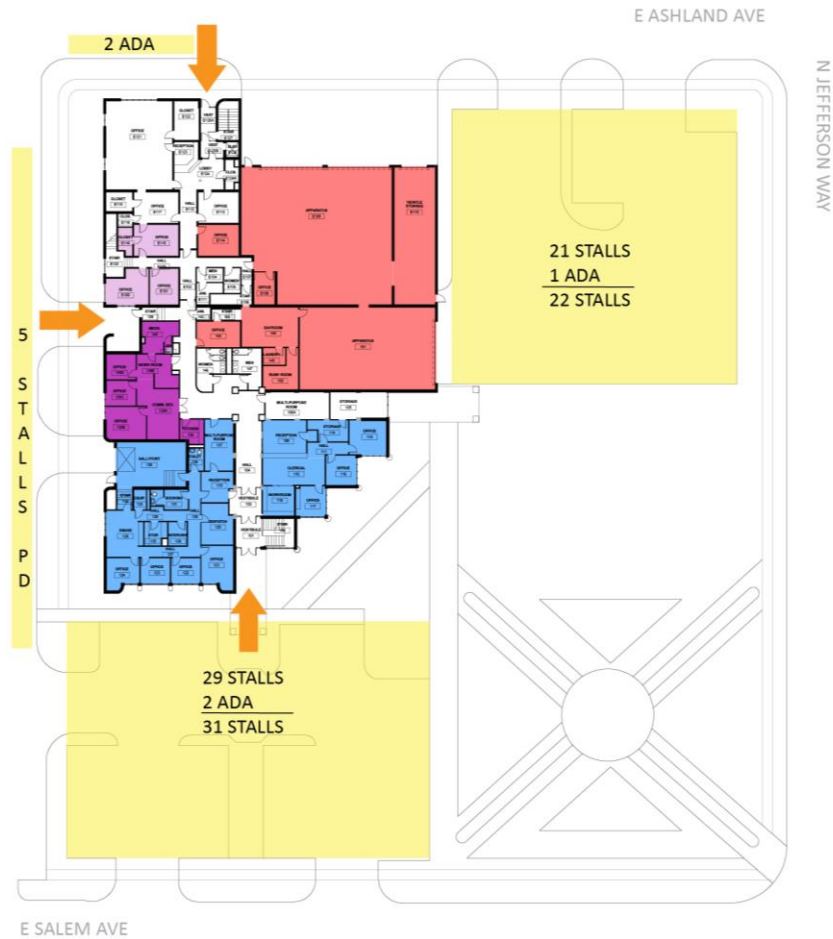
RED – Beyond 100% Life Expectancy

YELLOW – Between 80-100% Life Exp.

GREEN – Below 80% Life Expectancy



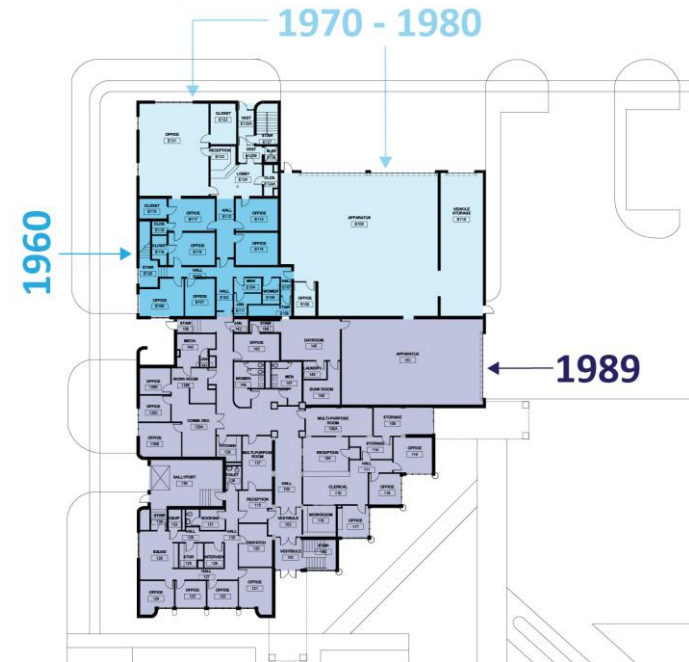
Accessibility and Wayfinding Considerations



Key:

- YELLOW** – Parking
- ORANGE ARROW** – Entrances
- RED** – Fire Department
- BLUE** – Police Department
- PURPLE** – City Administration

Our concern with the site is that the services accessed by residents/customers are accessed at the north side of the building with their parking in the south lot.



Existing Building Program Analysis

- The existing building does not address American's with Disabilities Act and Guidelines requirements (restrooms, halls, stairs, entrances) which create a barrier for staff and public use.
- Building program is distributed throughout various rooms within the existing facility and additional program housed in two separate structures does create operational inefficiencies for staff.
- The configuration of spaces and overall lack of security (most spaces are accessible to the public), are problematic for building security and staff safety.



Energy Performance and Cost

Utility consumption and the overall building energy use performance should be analyzed and compared to facilities of similar type and scale to confirm potential annual savings that would be generated by system upgrades. Summary of utility expense for the existing facility:

	Electric	Natural Gas
FY2013	\$34,488.68	\$10,192.40
FY2014	\$36,937.40	\$12,495.50
FY2015	\$30,982.27	\$8,315.29
FY2016	\$30,692.51	\$6,201.44
FY2017	\$46,029.42	\$7,076.09
FY2018	\$49,116.23	\$9,320.31

Replacing mechanical equipment and upgrading to digital controls could save as much as 20-25% per year in utility expense which could equate to \$14,609 yearly energy savings and will significantly enhance staff comfort.

Existing Square Footages

Built	Location	User	BSF	Dept SF	%	Parking	Park ADA	Acres	Site SF	Notes
1960-09	110 N 1st Street		29,110			56	5	1.59	69,093	
		City Administration		4,183	14%					Incl Community Development
		Police		4,870	17%					
		Fire		8,752	30%					
		Mechanical		1,216	4%					
		Circulation		10,089	35%					
		Sub-Total		29,110	100%	56	5	1.59	18,308	Square Foot per Acre
1950	206 N 1st Street		2,352			0	0	0.12	5,400	
		Fire		2,352	100%					
		Sub Total		2,352	100%	0	0	0.12	19,600	Square Foot per Acre
2011	410 N Jefferson Way		5,000			0	0	0.38	16,665	
		Police		2,500	50%					
		Fire		2,500	50%					
		Sub Total		5,000	100%	0	0	0.38	6,579	Square Foot per Acre
Built	Location	User	BSF	Dept SF	%	Parking	Park ADA	Acres	Site SF	Notes
	Usage by Department									
		City Adminstration		4,183	11%					
		Police		7,370	20%					
		Fire		13,604	37%					
		Mechanical		1,216	3%					
		Circulation		10,089	28%					
		Total		36,462	100%	56	5	2		

Building Options Matrix

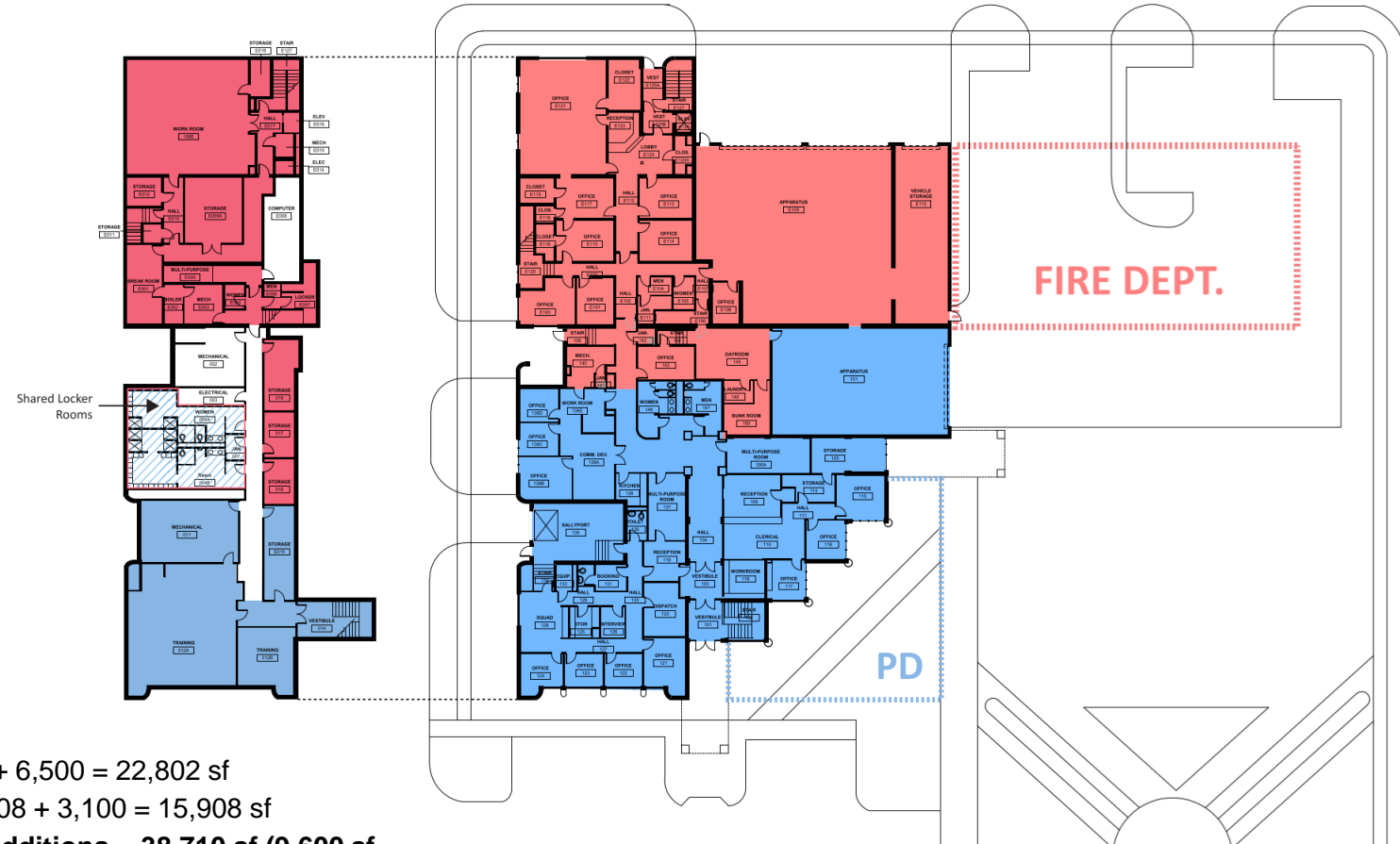
Conceptual Cost - September 2018			Police			Fire			City Admin			Project Budget	Notes
Future Options	Description	Space (SF)	2020	2025	2030	2020	2025	2030	2020	2025	2030		
No Construction	Continue with Current Operation in Current Buildings (one group will have to move in 12-24 months)	29,110										\$ 2,565,000.00	Replace and repair existing systems per life expectancy
Remodel	Renovate Existing City Hall Building for use by Police, Fire, and City Administration (one group will have to move in 12-24 months)	29,110										\$ 8,005,250.00	Does not accommodate growth
Relocate/Remodel	Move City Administration to new location; Police & Fire to Remodel/Utilize Existing Building	29,110				X						\$ 8,005,250.00	Does not accommodate 2020 space projections
Relocate/Remodel/Expand	Move City Administration to new location; Police & Fire to Remodel Existing Building and Expand to EAST (add 9,600 SF)	38,710	X			X						\$ 10,645,250.00	Requires shared space analysis - will accommodate 2020 needs
Relocate/Remodel/Expand	Move City Administration to alternate location; Police & Fire to Remodel Existing Building and Expand to SOUTH (add 16,250 SF)	45,360	X	X	X	X	X	X				\$ 12,474,000.00	Will accommodate 2030 projected space needs
Tear Down/Re-build	New Building at Existing Site for use by Police and Fire	45,360	X	X	X	X	X	X				\$ 12,974,000.00	Using existing site impacting park will create significant construction logistics issues

Building Program Fit Options

- A. Move a Department.** Per the 2020 programing forecast, the Municipal Building is capable of housing both police and fire program, but it would require city administration/community development to relocate to another site. Hazardous material abatement and a building remodel would be required to accommodate short-term growth. Vehicle and equipment storage would need to remain at the current separate buildings with minimal response effectiveness enhancement.
- B. Build an Addition.** Both 2025 and 2030 programming forecasts show a space program deficit of 27,410 sf and 28,058 sf, which would require an addition to the existing facility and allow police and fire to remain at the Municipal Building site. City administration would move to a new location.
- C. Build New.** Constructing a new facility on the existing site, while preserving the Sesquicentennial Park is the most difficult and most expensive option. **A new facility meeting the needs of the estimated 45,360 gross square foot (year 2030 police and fire) will be a tight fit on the existing site area of 69,012 square feet.** Construction logistics while maintaining operations will be challenging and off-site parking will need to be secured, which may include expanding the parking lease west of the site. Maintaining adequate public safety response during construction will be challenging.

Site Expansion Considerations

Approximate square footage total (existing + increase) is conceptually shown at 38,710 sf, leaving a -6,650 sf (deficit) per the 2030 projections. The deficit is comprised of -988 sf Fire and -5,662 sf Police.



Key:

RED – Fire Department 16,302 + 6,500 = 22,802 sf

BLUE – Police Department 12,808 + 3,100 = 15,908 sf

Total: Square Footage After Additions = 38,710 sf (9,600 sf add)

Suggested Next Steps – Part 1,2,3

Part 1 (3-6 months) \$25,780 FG fee + \$17,000 estimated specialty engineer fees

- Address issues related to wayfinding, accessibility and security.
- Engage environmental engineer to conduct building assessment and testing.
- Validate departmental space planning needs to reduce operational inefficiencies.
- Evaluate comparable building energy use and operational expenses for ongoing budget savings.
- Evaluate other City owned site opportunities to accommodate space program deficit.

Part 2 (6-12 months) \$16,000 FG fee

- Establish schedule, project constraints and ongoing facility operational needs (Police/Fire/City Admin).
- Work with the City to establish project responsibilities and funding strategy.
- Prepare a project budget including all soft costs for design, building construction, equipment, technology, security and administration, contingency and other related costs.

Part 3 (12-24 months) \$5,900 FG RFP development fee

- Develop request for proposals and contract for design services.

Suggested Next Steps – Part 4

Part 4 (6-12 months) FG fee TBD + \$75,000 estimated Architectural concept fee (2 structures)

- Administer macro program validation and architectural design concepts for Police/Fire/City Admin.
- Refine project budget and schedule.
- Community engagement.

Thank you!

Matt Brown, AIA
President, Formation Group
515-313-7925
mattb@formationgroup-us.com
www.formationgroup-us.com